

Christopher L. Austin
Clerk



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

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November 17, 2003

Notice to the Bar and Public:

December 1, 2003, Privacy Amendments to the Bankruptcy Rules and Official Forms

The bankruptcy courts and the Administrative Office of the U.S. Courts are working to implement pending amendments to Federal Rules of Bankruptcy Procedure 1005, 1007, and 2002, and Official Forms 1, 5, 6, 7, 9, 10, 16A, and 16C to protect the privacy of debtors and other parties in bankruptcy cases. There also is a new Official Form 21, Statement of Social Security Number. The amendments are scheduled to take effect on December 1, 2003. To the extent possible, attorneys and parties should use the current versions of the Official Forms through November 30, and the revised forms on and after December 1, as required by the Bankruptcy Rules.

Key provisions of the changes to the rules and forms include the following:

- ! Official Form 1 (the petition), will contain only the last four digits of individual debtors' Social Security numbers.
- ! Amendments to Rule 1007 will require debtors to *submit* a verified statement containing the full nine-digit number.
- ! Official Form 21 (the new Statement of Social Security Number), will not be filed in the case or become part of the case file.
- ! Rule 2002 will be amended to require the clerk (or other person as the court may direct), to include the debtor's full Social Security number in the copy of the meeting of creditors notice (Official Form 9), sent to creditors, the debtor, the trustee, and the United States Trustee. The copy of the Form 9 included in the court case file will contain only the last four digits of the Social Security number.

- ! Official Form 10 (Proof of Claim), will require a wage creditor to disclose only the last four digits of the creditor's Social Security number.
- ! Official Form 6 (the schedules of assets and liabilities), will state that the debtor is only required to list the last four digits of account numbers but that the full numbers are useful to the trustee and creditors and may be provided if the debtor chooses to do so.
- ! Official Form 16A (the full caption), will be amended to include only the last four digits of the debtor's Social Security number. Accordingly, notices other than the 341 notice will either include the last four digits or none, if Official Form 16B (the short caption), is used.

One of the key changes is the new Statement of Social Security Number, Official Form 21. The Eastern District of Wisconsin will require submission of a paper version of the form starting December 1, until such time as CM/ECF is implemented.

Bankruptcy forms publishers and software vendors have been informed about the changes so that they can update their forms and software.

The court's case management and public access systems will be revised so that the case management system stores the full nine-digit Social Security number, but only the last four digits will be displayed on the public terminals in the clerk's office and given out on PACER (Public Access to Electronic Records), and VCIS (Voice Case Information System).

Filers, not the clerk, are responsible for redacting Social Security numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children in documents — including petitions, schedules, statements, proofs of claim, and attachments — they file with the court.

Copies of the amended rules and forms are available on the Federal Rulemaking page of the Judiciary's website at <http://www.uscourts.gov/rules/jc09-2002/BKRulesJC.pdf>. Certain forms will also be available in the Appendix to the Local Rules on the court's web site at <http://www.wieb.uscourts.gov>.

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In re _____,)
)
) Case No. _____
 Debtor)
)
) Chapter _____
)

1. Name of Debtor (Last, First, Middle): _____

/ / Debtor has a Social Security Number and it is _____ - _____ - _____

/ / Debtor does not have a Social Security Number.
2. Name of Joint Debtor (Last, First, Middle): _____

/ / Joint Debtor has a Social Security Number and it is _____ - _____ - _____

/ / Joint Debtor does not have a Social Security Number.
3. Name of Spouse if not a Joint Debtor (Last, First, Middle): _____

Address _____

/ / Spouse has a Social Security Number and it is _____ - _____ - _____

/ / Spouse does not have a Social Security Number.

X _____	Signature of Debtor	Date
X _____	Signature of Joint Debtor	Date

Penalty for making a false statement: Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.